



## GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

**Appointed Position:** **Webmaster**

**Purpose:** The Webmaster will maintain look, feel, and security of the Association website.

**Responsibilities:**

1. Make available all information and content supplied by the users/owners of the website and respond to all website requests or issues within 48 hours. If unable to meet this timeline, notify the Assistant Webmasters immediately.
2. Ensure the domain name is renewed on a regular basis and submit expenses to Treasurer.
3. Update, add, and/or delete pages and posts as necessary.
4. Archive Board Minutes on a yearly basis making prior years minutes available when requested.
5. Update calendar with events from information from the Board, Chairs, and/or the Extension Office's weekly email.
6. Trash SPAM and forward comments as necessary for response. Answer or forward specific questions received via email to the appropriate Board Member or Chair.
7. Update photo galleries as requested.
8. Maintain the current membership directory.
9. Send individual emails for renewal each year.
10. Bi-annually, verify all links are working correctly. Update or remove as necessary.
11. When requested by the Board:
  - a. On a quarterly basis, send emails with a link to new additions to the home page.
  - b. Send email messages to current members.
12. Passwords:
  - a. The general member password should be one password. Board members and approved Chairs, as well as webmasters, should have a unique password. Webmaster and assistant Webmasters can view all passwords.
  - b. On December 1<sup>st</sup>, change, delete or add Board Member individual passwords.
  - c. On February 15<sup>th</sup> each year, change current member password.
  - d. Webmaster passwords change as individuals change.
13. Contributor levels should be reviewed each year on December 1<sup>st</sup>. Update levels of access as necessary.
  - a. Webmasters and assistant webmasters have full access.
  - b. Board Members and approved Chairs have access to immediately post on the website. All copyright regulations must be followed and are the responsibility of the member posting the article.
  - c. Current members should have access to view information on the members-only portion of the website.
14. Attend General Board Meetings and provide Webmaster report.
15. At conclusion of term, transfer the repository to the incoming Webmaster and provide guidance as needed.

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Amended: